

Responsible Office: Office of Policy & Plans
Subject: Preparation of Agency Strategic Plan



Office of Policy and Plans

Office Work Instruction

Preparation of Agency Strategic Plan

Approved by Lori B. Garver
Associate Administrator
Office of Policy and Plans

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DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		12/10/99	

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1. Purpose

The purpose of this procedure is to produce the NASA (Agency) Strategic Plan in compliance with the strategic planning requirements of the Government Performance and Results Act of 1993.

2. Scope and Applicability

- 2.1 This OWI covers coordination and preparation of the Agency's Strategic Plan as performed in the Office of Policy and Plans, Code Z. It applies to all NASA Enterprises, Functional/Staff offices, and Centers, which assist in identifying sub-elements of the Agency's overall strategic vision, mission, goals and objectives.

3. Definitions

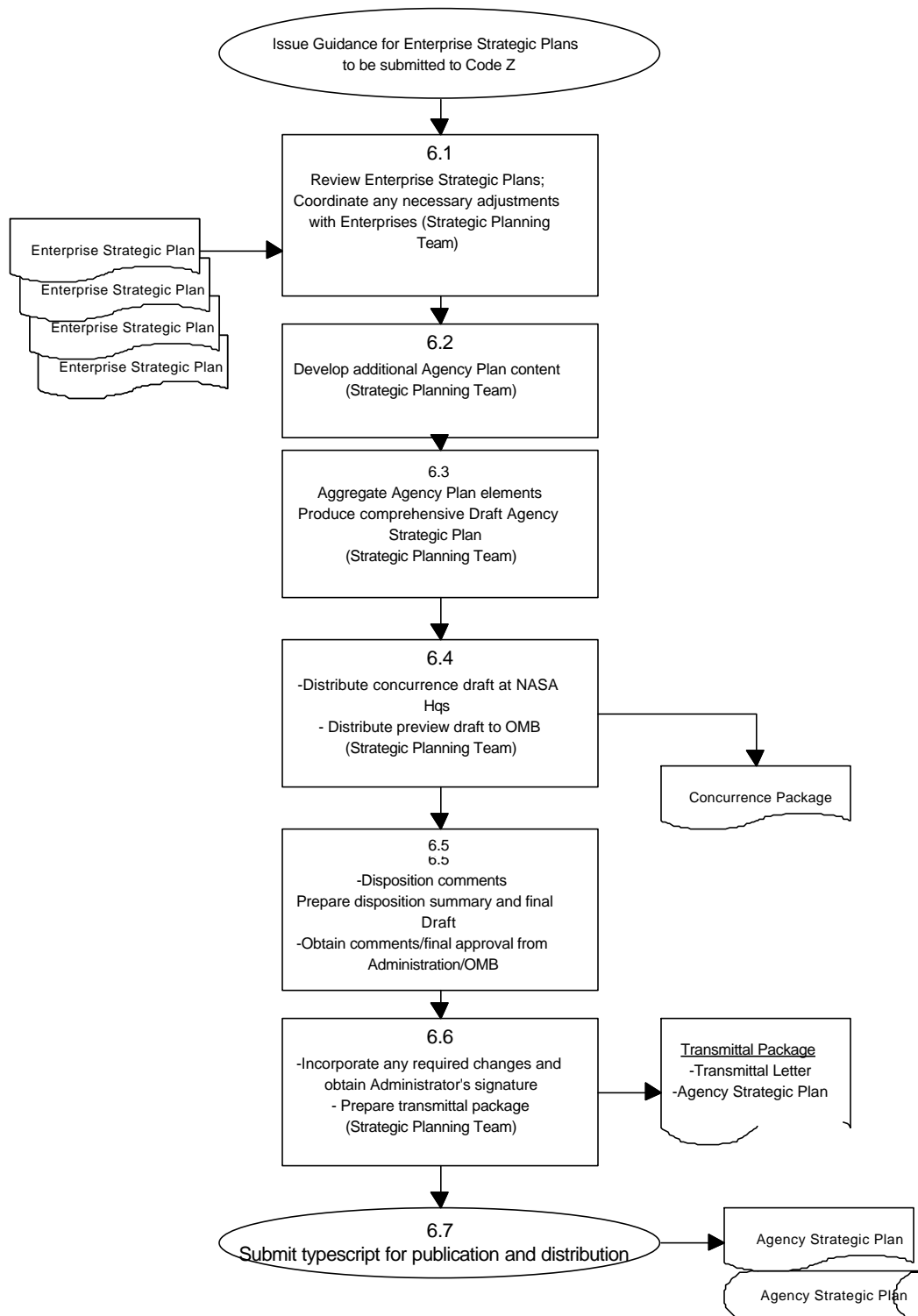
- 3.1 NASA Strategic Plan. A document describing NASA's strategic vision, missions, goals and objectives, as well as how NASA intends to meet the Agency's goals and objectives.
- 3.2 OMB Circular A-11. Contains OMB implementing guidelines for GPRA.
- 3.3 Government Performance and Results Act (GPRA). Federal law establishing strategic planning requirements for Federal agencies.
- 3.4 Strategic Planning Team. Code Z staff assigned by the Associate Administrator to support the Agency's strategic planning efforts. The Director of Strategic Planning serves as Team Leader and assigns team tasks to specific team members.

4. References

- 4.1 5 U.S.C., 306, "Strategic Plans," as enacted by Section 3 of the Government Performance and Results Act of 1993.
- 4.2 Office of Management and Budget (OMB) Circular A-11, Sect. 210.
- 4.3 NHB 1101.3, The NASA Organization.
- 4.4 NASA Strategic Management Handbook, Sect. 2.1.1.

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5. Flowchart



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7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
NPD 1001.1x Concurrence Package	Office of Management Systems	Code JM Suite	Hard Copy	7.4A	Permanent. Transfer to Federal Records Center 1 year after obsolete or superseded. Transfer to NARA in 5 year blocks when 20 years old.
The NASA Strategic Plan, NPD 1001.1x	Office of Management Systems	Code JM Suite	Electronic	7.4A	Permanent. Transfer to Federal Records Center 1 year after obsolete or superseded. Transfer to NARA in 5 year blocks when 20 years old.

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APPENDIX

[None]